

Eligibility

We understand that some organizations were included in the previously allocated \$3 million and may be ineligible to apply? Could you confirm if my organization as one of those organizations?

- The [Feb. 15th press release announcing the RFA](#) states that “The remaining \$3 million will supplement current vaccine equity work being done by Federally Qualified Health Centers, Aging and Disability Resource Centers, Family Health La Clinica, Minority Health Grantees, and United Way of Wisconsin 211.”
- Groups funded through existing contracts are eligible to apply, as long as the activities and expenses are not duplicated across projects, and grant funds do not supplant/displace current agency funds.
- The RFA outlines eligibility criteria: Applicants must be based in Wisconsin, conduct their proposed community outreach work in Wisconsin, and be one of the following:
 - Local or tribal government entities;
 - Nonprofit entities certified as a 501(c)(3) by the federal Internal Revenue Service;
 - Projects sponsored by another 501(c)(3) organization;
 - K-12 schools or school districts.

Eligible organizations may not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity/expression, age, or national origin in their staffing policies, use of volunteers, or provision of services

We are interested in applying for funds that fall within this category: “The remaining \$3 million will supplement current vaccine equity work being done by Federally Qualified Health Centers, Aging and Disability Resource Centers, Family Health La Clinica, Minority Health Grantees, and United Way of Wisconsin 211.” Was the RFA for COVID-19 Vaccination Community Outreach released yesterday for programs under both categories?

- No.

Do private practices that serve a large portion of underserved/high risk patients and do not charge the patients in the vaccine clinic (they charge the insurance) qualify for this grant?

- Applicants must be based in Wisconsin, conduct their proposed community outreach work in Wisconsin, and be one of the following:
 - Local or tribal government entities;
 - Nonprofit entities certified as a 501(c)(3) by the federal Internal Revenue Service;
 - Projects sponsored by another 501(c)(3) organization;
 - K-12 schools or school districts.
- Eligible organizations may not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity/expression, age, or national origin in their staffing policies, use of volunteers, or provision of services.

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If a large county would like to apply for funding with their partners, but is also willing to be a fiscal agent for a grant that would support multiple counties is that allowable? Will there be a negative consideration on one or both of their grants?

- 501(c)(3) organizations may apply and serve as a fiscal agent for another project. Activities and expenses are not to be duplicated across projects, and grant funds may not supplant/displace current agency funds.

I want to confirm that eligibility for application includes local city government entities.

- Government entities are eligible for application.

How do we know if we qualify for the grant?

- The RFA states the eligibility criteria.

Can you please define “marginalized populations”?

- Marginalized populations are groups and communities that experience or have experienced a history of discrimination and exclusion (social, political, and economic) because of unequal power relationships across economic, political, social, and cultural dimensions. Such discrimination and exclusion could be based on the following factors:
 - The color of their skin.
 - Where they were born.
 - Their level of education.
 - Their gender identity.
 - Their sexual orientation.
 - The religion they practice.
 - The job they have.
 - Their income.
 - The language they speak.
 - The neighborhood, community, or tribal land they live in (expanding the concept of place).
 - Whether they have a disability.

For this grant, does BIPOC include non-Black/Indigenous Latinx and Southeast Asian populations?

- BIPOC includes Black, Indigenous, and People of Color.

I am running a community vaccine clinic site but as the rules state in the grant only certain organizations qualify (nonprofit, tribal, etc.) We serve a large population that include minorities, uninsured, and underinsured. I have several letters of support. Can we apply for this grant since we are open to the community?

- Eligible applicants must be one of the following described on page 2 of the RFA:
 - local or tribal governmental entities,
 - non-profit entities certified as a 501(c)(3) or sponsored by another 501(c)(3),

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- or K-12 schools or school districts.

Universities that engage in community education ... that are 501 3 (c) ... right?

- The RFA outlines eligibility criteria: Applicants must be based in Wisconsin, conduct their proposed community outreach work in Wisconsin, and be one of the following:
 - Local or tribal government entities;
 - Nonprofit entities certified as a 501(c)(3) by the federal Internal Revenue Service;
 - Projects sponsored by another 501(c)(3) organization;
 - K-12 schools or school districts.

Eligible organizations may not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity/expression, age, or national origin in their staffing policies, use of volunteers, or provision of services

Awards

Do we request a certain amount or will it be divided among the groups?

- Organizations should request the amount needed to implement the described program.

Is there an anticipated number of awards (or dollar amount) that will be directed to the Milwaukee area through the competitive grant?

- No.

Can you provide a list of counties that you plan to help for example, or sample work products to demonstrate competency?

- There is no pre-determined ratio of awards to any region of the state. Applicants will be awarded based on available funding, capacity, and application score as determined by the review panel. Awards will be geographically dispersed and in consideration of social vulnerability factors and healthcare utilization.
- Guidance is not provided for applicants. The applicant has discretion as to how to best demonstrate competency.

Distribution of awards – Is there a formula that will be used that includes health equity as a consideration? How many awards can we anticipate being directed to Milwaukee?

- There is no pre-determined ratio of awards to any region of the state. Applicants will be awarded based on available funding, capacity, and application score as determined by the review panel. Awards will be geographically dispersed and in consideration of social vulnerability factors and healthcare utilization.

We are wondering, because my organization services a state-wide Hmong community, is there possibility to increase the funds to be able to roll out the awareness campaign that we want to

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propose in the grant? If there is possibility to set up a virtual/phone call meeting, I would like to know more about what would increase the competitiveness of the grant proposal?

- Guidance is not provided for applicants. The RFA outlines two tiers of awards.

Can you provide guidelines for how to determine what level of award is appropriate based on # of participants served?

- The applicant should apply for the level of award that matches its proposed activities.

Is this grant a disbursement or reimbursement?

- This grant is a cost reimbursement award.

You indicate an expectation of monthly expense reports. Is your intent to provide the award in full at the beginning of the grant period, or on a reimbursement basis?

- This grant is a cost reimbursement award.

Is there a form to submit monthly expense reports?

- Grantees will utilize the state's Community Aids Reporting System (CARS) to submit expense reports. You can read more about [CARS online](#).

We may work with a nonprofit to serve as the fiscal agent for this grant. Could you please share the estimated length of time between the submission of monthly expense reports and the receipt of reimbursement?

- CARS expense reports have to be received by the 15th of each month, and then are paid 2-3 weeks later. <https://www.dhs.wisconsin.gov/publications/p00748-15-4-0.pdf#page=4>

Does the fiscal agent have to use CARS?

- No, fiscal agents do not need to utilize the state's Community Aids Reporting System (CARS) to submit expense reports, and can instead utilize a purchase order. You can read more about [CARS online](#).

The application states: "Funding will be available for use upon award through 8/31/2021." Does this mean that all funds awarded must be spent by 8/31/2021? If we engage partners to work with us, must their engagement period end on 8/31/2021?

- Yes, to both questions.

Of the \$3.1 million investment to activate organizations to serve as trusted messengers to build vaccine confidence and reduce barriers that may impede vaccinations in urban and rural areas, approximately how much of these funds is expected to be allocated to Southeastern WI?

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- There is no pre-determined ratio of awards to any region of the state. Applicants will be awarded based on available funding, capacity, and application score as determined by the review panel. Awards will be geographically dispersed and in consideration of social vulnerability factors and healthcare utilization.

What percentage of the DHS awards to 50 organizations is anticipated to be Tier 1 awards and what percentage is expected to be Tier 2 award?

- There is no pre-determined ratio of awards between Tier 1 and Tier 2 applications. Applicants will be awarded based on available funding, capacity, and application score as determined by the review panel. Awards will be geographically dispersed and in consideration of social vulnerability factors and healthcare utilization.

Is funding level the only difference between Tier 1 and Tier 2 or are different types of applicants or proposals placed in a Tier?

- The funding scope is a key difference between Tier 1 and Tier 2. The difference in funding level does come with a request for a more robust narrative about how the funding is planned to be used for Tier 2 proposals.

Are sub-awards/sub-contracting funds a required or optional component for Tier 2?

- The funding scope is a key difference between Tier 1 and Tier 2. The difference in funding level does come with a request for a more robust narrative about how the funding is planned to be used for Tier 2 proposals. Sub-awards are not required for Tier 2.

Are community partnerships with subcontracts considered Tier 1 or Tier 2?

- The funding scope is a key difference between Tier 1 and Tier 2. The difference in funding level does come with a request for a more robust narrative about how the funding is planned to be used for Tier 2 proposals.

Can you tell us if the funding for these grant awards come via CARES Act funding?

- No. this funding opportunity is through the state's CDC award for COVID immunizations and vaccinations.

DHS/Grantee Commitments

What will the WI DHS provide in terms of “science based information” listed in the RFP? Will this be comprehensive messaging for staff to use? Will this information be text only or also include infographics, videos, or other mediums to communicate vaccination information?

- The Department of Health Services intends to provide informational documents and convene listening sessions for awardees to share their experiences and hear updates from DHS. This will be an opportunity to share the most up-to-date science-based information from DHS. The

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format for this information could include, but may not be limited to, talking points, PowerPoint presentations, infographics, training webinars, or videos.

Will there be educational trainings provided via video or other form from the DHS regarding vaccine public health information?

- The Department of Health Services intends to share the most up-to-date science-based information from DHS with awardees. The format for this information could include, but may not be limited to, talking points, PowerPoint presentations, infographics, training webinars, or videos.

What are the data collection requirements for this grant? Outside of monthly expense reports, are there any other monthly requirements for reporting or data collection?

- Other than a final report submitted by October 1, 2021, there are no other regular data collection reports required.

Does the optional grantee commitment of providing a document for further actions to advance health equity impact the selection factors? If the respondent does provide this document, is it included in the page limit?

- The optional grantee commitment of providing a document of ideas for potential action to further advance health equity in the community(ies) you serve is not part of your application, so it should not be submitted with your application. Rather, this is an optional deliverable upon conclusion of the project proposed by grantees that will help the state in future planning efforts.

What is the state of the roll-out and reaching diverse populations? How ready are the systems to take on non-English speakers?

- Wisconsin is committed to the equitable distribution of vaccine. To center equity in our approach, we are making intentional decision to reduce systemic barriers and encourage vaccine uptake in our underserved communities. Some of these actions include:
 - Prioritizing vaccine orders for our Tribal partners, community health clinics, and Federally Qualified Health Centers (FQHC)—all which provide services for socially vulnerable Wisconsinites.
 - Supporting our community-based stakeholders in their targeted outreach and vaccine education efforts through \$6.1 million in grants.
 - Ensuring that language is not a barrier to access information on COVID-19 and vaccines. Majority of our vaccine education materials and resources are available in Hmong, Hindi, Somali, and Spanish.
 - Using our mobile vaccination teams, community-based clinics, and pharmacy partnerships to address gaps in access.

Activities and Use of Funds

Is for medical staff to administer the vaccine part of the program or is this grant is only for community education?

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- The grant is for community outreach and education.

I was wondering if a grant could be focused specifically on minorities and underserved populations in the Milwaukee area or would that be too narrow of a focus for this grant?

- Grants are intended to support activities that will provide timely and accurate information to promote COVID-19 vaccination among high-risk and underserved populations including racial and ethnic minority populations and rural communities and/or how it will reduce barriers for individuals facing racial, economic, or geographic inequities related to COVID-19 vaccination efforts. See Page 1 of the RFA for additional information.

The RFA mentions that gift cards or other incentives at nominal levels are an allowable expense as long as they are “in compliance with State requirements.” Can you please tell me what those State requirements are or where I can find the relevant information? Could you please send us documentation so we know what the State requirements are, including what is considered a “nominal” amount?

- Incentives are typically used to encourage participants to complete programming and/or to complete entrance, exit and follow-up surveys.
 - Cash is not an allowable incentive for program participation.
 - Gift cards are allowable as participant incentives provided that the grantee has established a way to ensure that the gift card cannot be used to purchase unallowable items in a written agreement with the gift card vendor.
 - Gift card incentives may not be associated with entertainment (e.g., movies, games); may not be redeemable for cash; may not be used to purchase tobacco, alcohol, or firearms; and may not be transferred by participant to other parties.
- Additional information on incentives can be found in the [HHS GPS](#), Sections II-33 and II-34 and in [45 CFR 75.438](#)
- Please note that gift cards would be considered a cash equivalent and should adhere to APP Manual Section 2 as it relates to the handling of cash and cash equivalents. Which can be found here: <https://www.dhs.wisconsin.gov/app/cash.htm>.
- Nominal levels are those that don't exceed \$25.

Groups in our coalition want to develop and conduct culturally competent outreach and communications. In the name of equity, we want to ensure compensation of time and work completed by community members and organizations that may not have paid staff. Can related grant work be compensated and should this be done under contractual costs or would that be a sub-award?

- Any type of compensation to work completed by community members/organizations should be worked into the agency's budget under contractual.

We understand that ADRCs will already be receiving funding for COVID vaccination outreach as one component of the grant. Can an ADRC that receives DHS COVID vaccination funding also be a partner on another grantees project and receive a stipend?

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- Yes, as long as the activities and expenses are not duplicated across projects, and grant funds do not supplant/displace current agency funds.

Can a community partnership with an ADRC be included? As a subcontract?

- Yes, as long as the activities and expenses are not duplicated across projects, and grant funds do not supplant/displace current agency funds.

On page 3, under Examples of Allowable Expenses, can you please clarify what you mean by: Indirect expenses *benefitting multiple projects/activities*? Does this mean we must implement more than one activity/project in order to charge indirect expenses to the grant? We have a federally approved indirect cost rate agreement (rate is 10%) and use this when calculating our indirect costs to grants. If a grant request covers just a single project/activity, are indirect expenses not allowable?

- No, the definition of indirect costs does not exclude agencies that have only one project. Your federally approved indirect cost rate is acceptable.

Indirect/administrative costs ... 10% or should they be calculated as 9.9%

- The applicant should calculate their indirect expenses for the project, which may not exceed 10%.

Can this funding be used to purchase food to provide at outreach events like listening sessions or other community events?

- Yes, the purchase of food may be eligible as long as it is necessary for the purpose of the outreach event. Please see the DHS Accounting Policy and Procedures Manual for guidelines: <https://www.dhs.wisconsin.gov/publications/p00748-10-2-0.pdf>.
- Public health guidelines regarding mass gatherings and face masks must be followed when bringing together individuals who do not live together.
- Meal costs during travel are not allowable.

Can program funds be used to provide transportation for a BIPOC or rural individual to get a vaccination or could funds be used to reimburse that transportation cost?

- Expenses that remove the barrier(s) for individuals to access vaccination are allowable.

In Budget Expenses: can Travel include group transportation expenses of small groups of persons, to go to vaccine sites?

- Expenses that remove the barrier(s) for individuals to access vaccination are allowable.

Does DHS encourage grantees of \$3 million supplemental Federally Qualified Health Centers, Aging and Disability Resource Centers, Family Health La Clinica, Minority Health Grantees, and United Way of Wisconsin 211 to collaborate/coordinate with the newly funded program?

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- DHS encourages collaboration whenever feasible to leverage reach, maximize resources, and reduce duplication of efforts.

If work is started prior to the grant award, is there an opportunity for retroactive reimbursement?

- Pre-award costs are not allowable.

Are there restrictions on who the “sub-awards” can be given to?

- Agencies/organizations who receive sub-awards from the grantee must follow the same eligibility requirements as the grantees:
 - The RFA outlines eligibility criteria: Applicants must be based in Wisconsin, conduct their proposed community outreach work in Wisconsin, and be one of the following:
 - Local or tribal government entities;
 - Nonprofit entities certified as a 501(c)(3) by the federal Internal Revenue Service;
 - Projects sponsored by another 501(c)(3) organization;
 - K-12 schools or school districts.

Eligible organizations may not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity/expression, age, or national origin in their staffing policies, use of volunteers, or provision of services

Are stipends to partners considered sub-awards?

- It would depend on the nature of the stipend. If the individual or group prescribes a fee for service, this would count as a contract for service. If the individual or organization performing the service for which fees are not required, this would be an honorarium. Honorariums of any size must be reviewed and approved by DHS. You can see more in the DHS Accounting Policy and Procedures Manual: <https://www.dhs.wisconsin.gov/publications/p00748-10-11-0.pdf>.

Would purchasing laptops or tablets for client education be an allowable expense?

- Yes, as long as the per-unit cost of these items does not exceed \$5,000.

Are sub-awards/sub-contracting funds a required or optional component for Tier 2?

- This is an optional component for Tier 2.

Does the department have any interest in funding projects that begin in the summer?

- Favorable applications can be started quickly (i.e., within one month of award).

In terms of reducing barriers that impede vaccinations, can these funds be used to schedule vaccine appointments and provide transportation to appointments?

- Expenses that remove the barrier(s) for individuals to access vaccination are allowable.

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Can you please define/list examples of what is meant by "Clinical Care to the public" as a non-reimbursable cost.

- The federal grant that is funding these awards does not allow for clinical care as a reimbursable cost. This includes any direct patient care, both inpatient and outpatient, that administers health care services.
- Awards funded through this RFA are for community outreach and education about the COVID-19 vaccine and helping to remove barriers to accessing vaccine/vaccination locations.

For any new or adapted printed literature created, do we need to include the Wis. DHS logo, or some type of accreditation to DHS funding support of the project?

- No, grantees are not required to include the DHS logo on materials.

Application Process and Requirements

Are budgets and the optional letters of support included in the page limits or in addition to the narrative page limits?

- Budgets are included in the page limits; optional letters of support are not included in the page limits.

For Tier 2 applications; does the 8 page limit include, or exclude, the budget sheet?

- The budget is included in the page limit for both tiers.

The budget should be included in the same application, or can it be included as an attachment?

- The budget is included in the page limit for both tiers.

If the respondent includes an MOU listing all of the community partners, will this count towards the page limit?

- Yes. Narrative responses are not to exceed four (4) pages for Tier 1 (\$10,000-\$50,000) applicants and eight (8) pages for Tier 2 (\$50,000-\$100,000) applicants. Letters of support are optional and not included in the page limits.

There is no requirement to provide evidence of partnerships. Tier 2 applicants must describe how they will work with existing partners to connect with the identified population(s).

No letters of support required for Tier 1 .. right?

- Letters of support are not required for either tier. They are optional for Tier 2.

Besides identifying partners in the application, do we also need a letter of support from those partner organizations, or not?

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- Letters of support are not required. They are optional for Tier 2.

Does the first page of the application count in the page limit?

- Page 1 of the application does not count toward the narrative page limits.

Does DHS have a specific format for the line item budget?

- There is not a specific template. Applicants should provide as much detail as is appropriate to understand your expenses. This is included in your page limit.

For Tier 1 for intended expenses do you need an actual dollar figure or just categories that expenses will fall under (ex: printing, staff time)

- For Tier 1 applicants, describe the categories of the budget of your grant request, why those expenses are needed and how they will help your organization meet the project outcomes.
- Tier 2 applicants must provide a line-item budget that describes each expense in more detail.

Would the following budget items be considered sub-awards or a regular line item in the applicant's budget? (Content expert fees for material development; Translation services; Incentive gifts, to be distributed by external partners)

- These appear to be budget line items (contractual for the first two examples, supplies for the incentives).

Will joint applications with other healthcare entities providing services to the underserved populations be considered?

- Yes, provided the lead organization meets the eligibility criteria.

Two organizations are partnering in a project to build trust and disseminate information on the vaccine to vulnerable populations and communities of color. Should we fill out the application jointly with contact info and organizational info for both organizations, or have just one of us submit the application and talk about the partnership only in the narrative?

- We would encourage that you identify a lead organization for the proposal. Identify the partner organizations in the narrative.

We are applying for Tier 1 and we want to do it with another non-profit. Is that possible?

- Yes, it is ok to partner with another agency. We would encourage that you identify a lead organization for the proposal. Identify the partner organizations in the narrative.

Is there someone who could help in the process or give guidance on whether small grant amounts for smaller community outreach efforts are part of this plan?

- Guidance is not provided for applicants. The RFA outlines two tiers of awards.

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Is it recommended for CBOs to apply with a healthcare provider?

- The applicant should determine what, if any, partnerships are needed to accomplish the objective.

Can organizations apply for the grant jointly or does the application need to come from a single organization?

- Organizations can apply jointly, though one organization will need to be identified as the applicant.

Can an organization partner, as a subcontractor, with an applicant that has specific needs/deliverables for their local community, and also submit their own separate application, focused on a different target audience and a different approach to the deliverables?

- The RFA doesn't preclude multiple proposals; however, project activities will only be funded once and cannot be duplicated across proposals.

In answering the questions (for Tier 2) application, should we provide this information in a Word document or should we fill in our responses somehow in the PDF document I downloaded from your website?

- Please provide your responses to the questions in the RFA in a Word document, including headings for each section.

Do you want the questions included in the narrative?

- Please provide your responses to the questions in the RFA in a Word document, including headings for each section.

Can organizations be written into more than one grant application?

- Yes, as long as the activities and expenses are not duplicated across projects, and grant funds do not supplant/displace current agency funds.

When we describe our “unique qualifications” should we also describe the unique qualifications of our partner organizations, who will collaborate with us on the grant implementation?

- Yes, you can.

For Tier 2, when we describe our “experience implementing culturally competent services and programs,” can we also list the experience of our partner organizations, who we intend to collaborate with on the grant implementation?

- Yes, you can.

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Do we need letters of intent from organizations who we intend to partner with on the grant implementation?

- No.

How detailed does the budget need to be?

- Provide enough detail to describe to DHS and the review panel how funds would help meet the goals of your project. Tier 2 applicants must provide a line item budget detailing all personnel, travel, supplies and equipment, contractual, indirect, and miscellaneous costs.

Is there a requirement for formatting regarding spacing (single or double spaced)?

- These were not included in the original RFA. Request that documents submitted be legible and readable. Single spacing is acceptable.

What evidence does the grant require of partnerships? Is email indication of interest sufficient?

- There is no requirement to provide evidence of partnerships. Tier 2 applicants must describe how they will work with existing partners to connect with the identified population(s).

If a respondent does not have a federally negotiated indirect rate, can the respondent use 10% as the de minimis rate?

- Yes, as long as indirect costs do not exceed 10% of the total request.

Will costs incurred between the notification of award and execution of the contract be reimbursable?

- Eligible costs incurred between March 31, 2021 and August 31, 2021 are reimbursable.

What is the proper way we should set up our proposal and project so that we can share a portion of grant funds with our partner agency for the expenses they have related to this project?

- The applicant has discretion as to how to set up their projects and shared costs to assure that project activities are completed and expenses are allowable and not duplicated with other funding sources. Applicants may provide subawards to partners. Please describe these subawards and the criteria for making and monitoring them in your application.

If we are partnering with another agency, are there any restrictions or requirements for how to use our budget to distribute funds to the partner agency?

- The applicant has discretion as to how to set up their projects and shared costs to assure that project activities are completed and expenses are allowable and not duplicated with other funding sources. Applicants may provide subawards to partners. Please describe these subawards and the criteria for making and monitoring them in your application.

Application Review

Is there any information you can share on how applications will be rated or weighted (i.e. geographically, based on population size and/or demographics of target population)?

- Please see page 4 of the RFA.

Other

Just wondering if the PowerPoint presentation can be accessed upon conclusion to review content?

- The PowerPoint presentation along with the Q&A document will be posted on the Wisconsin Public Notices page for this RFA at <http://publicnotices.wi.gov/NoticeView.asp?Inid=1535388>. Please note, the information reflected in the PowerPoint document is available in the RFA, which includes more explicit details to help you complete the process.

Can we get a document that we can edit? I'm not able to use the pdf with the RFA.

- Applicants may provide their responses to the page 1 of the application using a Word document.